

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on April 10, 2019

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:40 a.m. on Wednesday, April 10, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Scott Brown, Mr. Howard Ermin, Mr. Mitch Cooper, Mr. Chris Kirwin and Mrs. Robin Beck.

Legal representation: Attorney Shawn P. Sullivan, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Mr. Jim Stephens and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Public Commentary

There was no public commentary.

Executive Session

The Board convened for Executive Session at 8:40 a.m. to discuss potential litigation. Executive Session concluded at 8:49 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on March 20, 2019, were presented.

Mr. Brown moved for approval, Mr. Kirwin seconded, all approved.

Review of Financial Reports

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports but that she would be happy to answer any questions the board may have.

Mrs. Johns stated that she just received the audit, but she has not yet had a chance to review it. She stated that she will provide each board member with a copy of the audit and schedule a Finance Committee Meeting prior to the next board meeting.

Mr. Kirwin made a motion to approve the financial reports, Mr. Brown seconded, all approved.

Resolutions

Approval and Adoption of Resolution 19-9 – This Resolution authorizes Form HUD-50077, Certificates of Compliance with PHA Plans and Related Regulations, be submitted to the Department of Housing & Urban Development for approval.

Mrs. Johns stated that this is the resolution that goes with the Agency Plan. She stated that there is a change to said resolution indicating that said resolution is only for the submission of the Annual PHA Plan for Fiscal Year 2019 and not for the 5-Year PHA Plan.

Mr. Brown moved for approval as amended, Mr. Ermin seconded, all approved.

Approval and Adoption of Resolution 19-10 – This Resolution approves an increase of 7.5% in coverage (life insurance, AD&D, short term disability & dental) provided by Lincoln Financial Group effective July 1, 2019.

Mrs. Johns stated that this is the annual resolution for the renewal of life insurance, AD&D, short term disability and dental coverage with Lincoln Financial Group. She stated that the rates increased slightly. She added that Mr. Timothy Fulmer, Broker, stated that it would be in the best interest of the Housing Authority to keep the current coverage with Lincoln Financial Group. Mrs. Johns stated that the Housing Authority and staff are satisfied with the coverage provided by Lincoln Financial Group.

Mr. Cooper moved for approval, Mr. Kirwin seconded, all approved.

Approval and Adoption of Resolution 19-11 – This Resolution authorizes the contract with R.L. Abatement, Inc. for Asbestos Abatement be extended for two (2) years for the period May 1, 2019 through April 30, 2021.

Mrs. Johns stated that the Housing Authority is currently under contract with R.L. Abatement for Asbestos Abatement at all sites. She stated that the Housing Authority has the option to extend said contract. She added that the Housing Authority has not had any issues with the service provided by R.L. Abatement; therefore, it is her recommendation to extend said contract for an additional two (2) years.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

Approval and Adoption of Resolution 19-12 – This Resolution authorizes the contracts with Eastern Elevator Service & Sales Company, Inc. (Elevator Service) and Burgmeier's Hauling, Inc. (Trash Removal) be extended for an additional year for the period July 1, 2019 through June 30, 2020.

Mrs. Johns stated that the Housing Authority is currently under contract with Eastern Elevator for elevator service and with Burgmeier's Hauling for trash removal. She stated that the Housing Authority has the option to extend said contracts for an additional year.

She added that the Housing Authority is satisfied with the services provided by both Eastern Elevator and Burgmeier's Hauling, and it is her recommendation to extend said contracts for an additional year.

Mr. Kirwin moved for approval, Mr. Brown seconded, all approved.

Solicitor's Report

Attorney Sullivan was in attendance and discussed activities that the law firm has been working on.

Staff Reports

Mrs. Johns stated that she would be happy to answer any questions that the Board may have regarding her report.

Mrs. Johns stated that she will provide a copy of the audit to the board members and will schedule a Finance Committee Meeting to review said audit.

Mrs. Johns stated that the Housing Authority will participate again this year in the HUD Strong Families Initiative. She stated that a planning meeting will be held within the next few weeks to decide upon a date for the event. She added that the Housing Authority will encourage families to attend said event. Mrs. Johns stated the event last year was remarkable.

Mrs. Johns stated that EADS Architects are ready to go out for bids for the blacktop replacement project at Fairview Hills.

Mrs. Johns stated that, although it has not yet been approved, it looks as though the Housing Authority will be receiving money through the City's CDBG Program. The Housing Authority will receive \$100,500 for sidewalks/stair replacement at Fairview Hills and \$50,500 for storm door replacement at Pleasant Village.

Mrs. Johns stated that a meeting has been scheduled for tomorrow with the architect and contractor to discuss the issue with the glue used for the kitchen project at the Green Avenue Tower.

Mr. Brown asked if there was anything happening with the heating system at the Admin Office. Mrs. Johns stated that the architect is working on the project. She asked if it was the consensus of the board to move in the direction of the Mitsubishi Variable Refrigerant Flow (VRF) System. It was consensus of the board to move forward with this recommended system.

Committee Reports

The Personnel Committee met on Monday, March 25, 2019 to discuss personnel issues.

No meetings have been held for the Finance Committee or the Property/Maintenance Committee.

New Business

There was no new business.

Old Business

There was no old business.

Media Questions/Comments

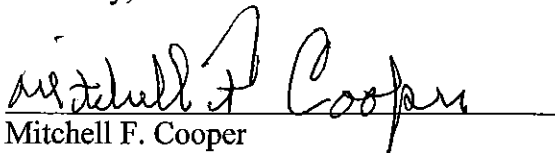
Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the statistical data in the Agency Plan.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Kirwin seconded, all approved. The regular meeting was adjourned at 9:10 a.m.

The next regular meeting will be held at 8:30 a.m. on Wednesday, May 8, 2019, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,


Mitchell F. Cooper